

TUCKAHOE LOCAL HUMAN RIGHTS COMMITTEE

**Tuckahoe Public Library
1901 Starling Drive
Henrico, VA 23229**

Quarterly Meeting Minutes March 6, 2012

- I. The meeting was called to order at 3:50 PM by Monica Lucas, Committee Chairperson and Meeting Moderator.
- II. **Introduction of new LHRC Member:** Mr. Stephen Dawe
- III. **Introductions:** All persons who were present stated their name and the program or interest which they were representing. The following is a roster of the Committee Members and Affiliates who were present for the March 6, 2012 meeting.
 - a. **Committee Members:**
 - Monica Lucas – Chairperson
 - Kia Symonds – Vice Chair
 - Corrinthia Morris – Secretary
 - Norma Draper – Committee Member
 - Stephen Dawes – Committee Member
 - John Redd – Absent
 - b. **Advocate Present:**
 - Michael Curseen – Human Rights Regional Advocate
 - c. **Affiliate Members Present:**
 - Alliant Human Services – Terrance Jones
 - Associates in Counseling & Therapeutic Services – Delores Smith
 - Blue Ridge Residential – Catherine St. Ours
 - Daily Grace Adult Day Program – Sharon Taha & Angela Holden
 - EMS Intensive In-Home Services – Jenipher Turner
 - Family and Adolescent Services – Cynthia Woodson & Lawrence Woodson
 - Family & Community Support Systems, LLC – Jennifer Byrd
 - Greater Unity Adult Day Services – Sterling Burton
 - GROWN Program/I.L. Solutions – Latroya Smith
 - Hamlet House Youth Services – Patrick Taylor & Q. Muhammad
 - H.O.P.E, Inc. – Charita Watkins
 - H.Y.P.E Youth Services – Tony Davis & N. Madison
 - Miracles Behavioral Health Center – **Absent**
 - OLA Home for Boys – Keshia Burden
 - OLA Family Services – Robyn Fuller
 - Renaissance Residential Services, LLC – Guirlande Simerville
 - RISEUP, LLC – Denise Turner
 - Southern Virginia Regional Medical Center – Debra Hewitt
 - TIME Family Services, LLC – **Absent**
 - The Trimble Agency, LLC – Nichole Trimble

- Williamsville Wellness, LLC – Sandra Rasmussen

d. **Persons Visiting or Seeking Affiliation:**

- William Surber
- John R. Vannoy

IV. **Public Comment:** There were no public comments offered at this meeting.

V. **Review/Approval of December 6, 2011 Meeting Minutes:** The December 6, 2011 meeting minutes were reviewed in which the following amendments were requested.

- a. Under Committee Members Present, Vice Chairperson Kia Symonds requested a correction in the spelling of her last name.
- b. Under Affiliates Present, include Debra Hewitt with Southern Virginia Regional Center.

The meeting minutes from the December 6, 2011 meeting were approved with the revisions noted above.

VI. **Advocate's Report:**

- a. SHRC Consolidation Study – Tuckahoe LHRC
 - Handout for SHRC concerns with code mandated vacancies with LHRC structure. Tuckahoe LHRC has been without adequate consumer representation for more than a year. Tuckahoe LHRC still has one consumer vacancy. Each affiliate must actively seek consumer representation and document these on their quarterly reports. The outcome of not fulfilling a code mandated vacancy would be the consolidation of LHRC's in Region 4 with elimination of LHRC's not fulfilling the mandate. Interested consumers or affiliates may contact Mr. Curseen at (804) 524-7245 and/or Michael.curseen@DBHDS.virginia.gov.
- b. Revision to Quarterly Report Form. Revisions include checking appropriate box with quarterly report dates as well as page 3. Specifically on Questions 1 and 4. These questions must be answered. A thorough explanation is stated above regarding the regulations requiring providers to take proactive steps to ensure that Tuckahoe LHRC maintains code mandated membership.
- c. Reviewed the appropriate dates to include in each quarter.
- d. Hand out of trainings provided by Fidura & Associate, these trainings include: Investigator Training, Understanding Licenses Requirements; Administrators of Group Homes and Residential Services.

VII. **Treasurer's Report:**

- a. Cynthia Woodson, of Family & Adolescent Services provided the financial report for Tuckahoe LHRC
 - Reporting Periods: December 1, 2011 – February 29th, 2012
 1. Beginning Balance - \$2159.92
 2. Expenditures – Check #1018 for \$80.33 on 12/6/11; Check #1019 for \$48.48 on 12/6/11
 3. Total Funds Available - \$2031.11

4. Check #1017 has not cleared. True balance is \$1974.38 (outstanding Check# 1017 for \$56.73)
5. Affiliate dues are due by June for this year, 2012

VIII. Old Business:

A. LHRC Follow-Up –Associates in Counseling & Therapeutic Services:

- a. Reviewed information of Corrective Action Plan addressing reported licensing deficiencies and update of upcoming licensure re-evaluation and revision to the behavior management plan. Performance evaluations. Subsequent corrections coming from ACTS regarding citations. Deferred until the June 2012 meeting when all information/corrections are received.

B. LHRC Follow-up Southern VA Regional Medical Center:

- a. Review of amended quarterly report for period 8/20/2011-9/30/2011 with names of client and staff excluded from neglect summary. Approved revised report.

C. LHRC Follow-Up – Revisions to quarterly report for reporting period 8/20/2011-9/30/2011 for the following providers.

- a. **Family and Community Support Systems:** Question 1 was not answered. Deferred until the June 2012 meeting when all corrected information/corrections are received.
- b. **Greater Unity:** Question 1 was not answered. Correction was received and approved.
- c. **GROWN Program/I.L. Solutions:** Question 1 was not answered please add training of staff information. Correction was not received. Deferred until the June 2012 meeting when all corrected information/corrections are received.
- d. **Hamlet House Youth Services:** Questions 1 and 4 were not answered. Correction was not received. Deferred until the June 2012 meeting when all corrected information/corrections are received.
- e. **Renaissance Residential Services, LLC:** Quarter was not indicated for reporting period 8/20/11-9/30/11. Deferred until the June 2012 meeting when all corrected information/corrections are received.
- f. **RISEUP, LLC:** Incomplete report; page 3 missing. Received missing page and approved completed report.
- g. **The Trimble Agency, LLC:** Question 1 and 4 were not answered. Received completed questions and approved the completed report.

IX. New Business:

a. Request for Affiliation (Program Expansion) – Family and Adolescent Services:

- Mr. Lawrence Woodson requested affiliation for the provision of Mental Health Support Services in Richmond, VA. The services will only be provided by QMHPs. TOVA restraint techniques will be used as part of their behavioral plan. The program expansion was approved by the committee.

b. Request for Affiliation: Hope First, LLC:

- Details for the provision of Mental Health Support Services in Emporia, VA were presented by Dena Ramsey. Following a brief question and answer period the committee approved the program for affiliation.

c. Request for Affiliation (Program Expansion) – HYPE Youth Services:

- Mr. Tony Davis requested affiliation for the provision of Mental Health Support Services in Richmond, VA. The services will only be provided by QMHP's with Bachelors Degree and QPP with Associate Degree that will be

supervised by QMHP. TOVA restraint techniques will be used as part of their behavioral plan. The program expansion was approved by the committee.

d. **Request for Affiliation (Program Expansion) – Renaissance Residential Services:**

- Guirlande Simerville requested affiliation for the provision of residential services at 2131 N. Whitehall Drive, Petersburg, VA. Servicing Adults 18 years and older. Policy and procedures will remain the same. Committee approved new location.

e. **Request for Affiliation (Program Expansion) – Blue Ridge Residential Services:**

- Affiliation request for Blue Ridge at 12706 Mill Step Terrace Midlothian VA 23112. Location was approved.

f. **Human Rights Policies and Procedures Review – HYPE Youth Services:**

- Policy and procedures were reviewed by Mr. Curseen. Three concerns were discussed pertaining to decision making, variances and seclusion, restraint and time out. Provider completed necessary corrections and the human rights policy and procedures were approved.

g. **LHRC code mandated membership deficiencies:** One consumer vacancy. Stressed importance of fulfilling the code mandated memberships. Providers need to proactively continue to interview people to fill the code mandated requirement.

h. **Revision of Meeting Dates and Reporting Months Schedule for 2010:**

- Meeting dates have been revised (see sheet; meeting date, reporting period, due date)

1. Meeting – June 5th 2012 (Reporting Period: Jan 1-Mar. 31, 2012)(Reports Due: May 18, 2012)
2. Meeting – September 11th 2012 (Reporting Period: Apr. 1-June 30, 2012)(Reports Due: Aug. 31, 2012)
3. Meeting – December 4th 2012 (Reporting Period: July 1-Sept. 30, 2012) (Report Due: Nov. 16th 2012)

i. **Annual Reports Submission 2011**

- a. 2011 Annual Reports were not submitted by Miracles Behavioral Health Center and Time Family Services, LLC. Neither provider had representation at this LHRC meeting. Tuckahoe LHRC committee members will send letters and compliance information to these two providers.
- b. All other providers 2011 Annual Reports were approved.

X. **Human Rights Activities Report for period: Oct. 1, 2011-Dec. 31, 2011** (Read Questions 1 and 4):

- a. **Alliant Human Services:** NTR; Resubmission of report to include comprehension answers to questions 1 and 4.
- b. **Associates in Counseling & Therapeutic Services:** NTR; Resubmission of question 1 on staff training.
- c. **Blue Ridge Residential Services:** One Complaint for physical abuse and breach of confidentiality. Investigation started in November 2011. Conducted investigation and no findings to support allegations.
- d. **Daily Grace Adult Program:** NTR.
- e. **EMS Intensive In-Home Services:** NTR
- f. **Family & Adolescent Services:** NTR.
- g. **Family & Community Support Systems LLC:** NTR. Provider needs to address question 4 in a manner of ongoing efforts to support that regulation and resubmit.
- h. **Greater Unity:** Provider needs to submit questions 1 and 4 answered correctly these will be heard at the June 2012 meeting. Client had a seizure on 10/24/11, needs more

detail on what happened after the client had the seizure. This is stated on Annual Report, but needs to be added to Quarterly Report to be reviewed by committee and will be deferred to the June 2012 meeting.

- i. **GROWN Program/IL Solutions:** NTR. Add training information to Question 1 and on Question 4 specifically ensure speaking in regards to code mandated vacancies.
- j. **Hargrove Oliver and Parker:** NTR
- k. **Hamlet House Youth Services:** Did not received 4th quarter report, needs to be submitted with correct dates.
- l. **HOPE Inc:** NTR
- m. **HYPE Youth Services:** NTR.
- n. **Miracles Behavioral Health Services:** *Absent*. Did not receive 4th quarter report, needs to be submitted.
- o. **OLA Home For Boys:** Ensure Group Home residents, where cameras are not present, to ensure any allegations are reported, have another mechanism for reporting if not viewed by cameras. Make sure Social Worker asks the question as a 3rd party. Add the mechanisms to response to question 1.
- p. **Renaissance Residential Services:** Allegation/Incident 12/13/11 wasn't included in report. Resubmit report include incident and Correction Action Plan. Need tp provide clarification for question 1.
- q. **RISE UP, LLC:** NTR
- r. **Southern VA Regional Center:** Three seclusion episodes.
 - 10/5/11- woman agitated. 1 hour and 45 minutes
 - 10/7/11- 3 hours and 30 minutes
 - 12/31/12- male and assaulted staff; seclusion for 1 hour and 35 minutes
 - More explanation is needed on Question 4. How to determine if staff knows what abuse is? Corporate Compliance Procedure upon hire needs to be stated in the answer to Question 4.
- s. **TIME Family Services, LLC:** *Absent*.
- t. **The Trimble Agency, LLC:** NTR.
- u. **Williamsville Wellness LLC:** NTR. Add information to Question 4; speak of the mechanisms of how recruit.

***Approved the Human Rights Activities Reports for 10/1/11-12/31/11 with notated corrections and additions.

XI. Secretary's Report: Corrinthia Morris, the Committee's Secretary asked that" SetUp" be at the meetings by 3PM so as not to interfere with the 3:30 meeting start time. Next meeting will be at North Park Library on June 5th2012.

XII. Next Meeting Schedule Date:

- a. **Refreshment:** Trimble Agency
- b. **Set Up:** Southern VA Regional Center
- c. **Break Down:** Williamsville Wellness LLC
- d. **Minutes:** EMS

XIII. Meeting Adjournment:

- a. The meeting adjourned at 6:24 PM

XIV. Executive Session:

- a. LHRC Application for Membership – Mr. William Suber; Mr. John Vannoy
- b. Blue Ridge Residential Services – Review of Medical/Protective Restraints